Turtle Mountain Community College
Regular Board of Directors Meeting
November 28, 2011
5:00 p.m.

OFFICIAL MINUTES

Board of Directors Present: Dr. Leigh Jeanotte, Barbara Poitra, Duane Poitra, Carla Peltier, Glenn Longie, Kellie Hall.

Board of Directors absent: None.

Board of Trustees Present: James Lindgren, Theresa Rivard, James Stogner, John Frederick.

TMCC Employees: Jaclyn De Los Santos, Dr. Jim Davis, Dr. Bill Gourneau, Tracy Azure, Anita Frederick, Larry Henry.

Others Present: (P2P Committee) Mary Lou Davis, Darrell Charette, Phyllis Jollie, Vince McCloud.

I. Allied Health Building Tour: The staff at the Allied Health Building provided a tour for the Board Members.

II. Call to order: Chairperson Poitra called the meeting to order at 6:23 p.m.

III. Opening Prayer: Performed by Mary Lou Davis.

IV. Roll call: Performed by Jaclyn De Los Santos.

V. Approval of Agenda: Chairperson Poitra asked for changes or additions to the agenda. Some changes were made. Chairperson Poitra asked for a motion to approve the agenda with changes. Duane Poitra made this motion, seconded by Carla Peltier. All were in favor. Motion carried.

VI. Approval of Minutes: Chairperson Poitra asked for a motion to approve the October 24, 2011 meeting minutes and November 3, 2011 meeting minutes. Dr. Leigh Jeanotte made the motion to approve the minutes, seconded by Glenn Longie. All were in favor. Motion carried.

VII. Old Business:

1. P2P Letter and Resolution: Dr. Davis and Phyllis Jollie informed the Board of the committee members which attended the meetings between TMCC and P2P. P2P and TMCC have come to an agreement in reference to moving TMCC’s buildings. Please see Appendix A. Discussion held. Duane Poitra made a motion to approve the Memorandum of Understanding (Please see Appendix C) between Pathways to Prosperity and Turtle Mountain Community College with the changes. Carla Peltier seconded the motion. All were in favor. Motion carried.

Dr. Davis provided a letter from P2P, please see Appendix B.
P2P exited the meeting at 7:18 p.m.

2. Approval of Policies: Duane Poitra made a motion to approve the following sections of the policy manual:
   a. Introduction Section of Policies
   b. Board Of Directors By-Laws
   c. Fiscal Management
   d. Personnel Policy
   e. Faculty Policy

The motion was seconded by Dr. Leigh Jeanotte. All were in favor. Motion carried.

VIII. New Business:
1. New Board Members Installed: Chairperson Poitra welcomed the new board members to the TMCC Board of Directors.

2. Election of New Officers: Dr. Davis thanked Chairperson Poitra for all of her time and dedication to the TMCC Board of Directors. Nominations are open for new officers for the Chairperson and Vice Chairperson on the TMCC Board of Directors. Duane Poitra nominated Carla Peltier for the Chairperson. Duane moved to cease nominations for Chairperson. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Chairperson Peltier asked for nominations for the Vice Chairperson vacancy. Duane Poitra nominated Dr. Leigh Jeanotte for Vice Chairman. Kellie Hall moved to cease nominations for Vice Chairman. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

3. Student Senate:
   a) Report: Student Senate will be purchasing Christmas gifts for kids. They are also conducting a giving tree in which staff can participate. A new Vice Chairperson for Student Senate will be elected for the spring semester.

   Online registration started today, and it is convenient for the students.
   Smoking in the main entrance is being enforced more by some students and staff; security is also involved in enforcing the policy.

   Dr. Davis informed the Board that we need to start preparing for the AIHEC Conference.

4. Presidents Report by Dr. Jim Davis:
   b) Monthly Report: Please see Appendix D.

   c) ANA Proposal: Please see Appendix E. The College would like to apply for funding through the Native Americans Language Grant to promote economic and social self-sufficiency for American Indians. The proposal needs to be endorsed from the Board of
Directors, Board of Trustees, and the Tribal Council. Discussion held. Dr. Davis is requesting for a motion to approve the ANA Proposal. Chairperson Peltier asked for a motion to approve the ANA Proposal. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. Discussion held. Jaclyn De Los Santos asked for roll call. All were in favor. Motion carried.

5. Comptrollers Report by Tracy Azure

d) Check Signers: Tracy is requesting a check signer from the Board of Directors for the Dacotah Bank account and the Foundation account through Turtle Mountain State Bank. Tracy would like all of the accounts to have the same check signers. Duane Poitra moved to add Glenn Longie as a check signer for Dacotah Bank and Turtle Mountain State Bank and to have all accounts for TMCC through Dacotah Bank and Turtle Mountain State Bank to have the same check signers. Dr. Leigh Jeanotte seconded this motion. Jaclyn De Los Santos asked for roll call. All were in favor. Motion carried.

e) PO's: Purchase Requisitions that have already been board approved can be signed by Dr. Davis and no longer need to go through the Board. Duane Poitra made a request that the Board receive a monthly report in reference to vendors which have been paid. They would like this itemized by vendors and amounts paid. This will be added for an agenda item in January.

Please see Appendix F. Tracy Azure is requesting approval for a purchase requisition for Brady Martz for the progress payment in the amount of $20,000 for the fiscal audit. Duane Poitra made this motion, seconded by Dr. Leigh Jeanotte. Discussion held. Jaclyn De Los Santos asked for roll call. All were in favor. Motion Carried

Please see Appendix G. A Change order has been requested for Jiran Architects & Planners. The change order is in the amount of $5,891.00. Board approval is necessary due to the project presenting a change order. Chairperson Peltier asked for the motion to approve the change order. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Jaclyn De Los Santos asked for roll call. All were in favor. Motion carried.

Discussion was held in reference to placing all appendices on the website with the Board minutes. All documents that are provided at a board meeting should be placed on the website with the official minutes. This item will be on the January agenda.

f) Account Balances: Please see Appendix H. The Board has recommended that the College research the best options for banks and percentage rates for CD's to invest the College's funds.

6. Human Resources Report by Dr. Bill Gourneau
g) New Hires: A number of vacancies are open at this time and three vacancies have been filled, which are as follows:
- Financial Aid Officer: Diane Bercier
- English Reading Instructor: Scorpio Welch
- Graphic Product Specialist: Jennifer Davis

A committee has been set up for the Vice President Position and the Comptroller Position. The committee will be meeting tomorrow to move forward with the matrix to be used for selection.

7. Academic Dean Report by Larry Henry
h) Report: Please see written report which was provided in the packet. The semester is almost completed and finals are next week. Everything is going well.

8. Student Services Report by Anita Frederick
i) Student Policies: Anita Frederick is requesting a date from the Board to have all student policies completed. It is suggested to have a deadline set for the February meeting and at that time, put them out for the 30 day comment period and have them finalized at the quarterly meeting in March. Duane Poitra made a motion to set the student policies draft deadline for the February 2012 monthly meeting, and the final draft deadline for the March 2012 Quarterly Board Meeting, seconded by Glenn Longie. Jaclyn De Los Santos asked for roll call. All were in favor. Motion carried.

j) Report: Student Services began online preregistration today and did a test run last week. Everything went smoothly. Next week faculty will be entering their own grades online and hopefully more processes will be done electronically in the future.

We are currently looking into automatic deposit for financial aid. This will not be going into effect until at least next spring.

IX. Other Business:
Duane Poitra is requesting the salary committee to determine if the salary scale is fair and accurate. There are currently two issues, which are: we need a mathematically correct salary schedule and to make sure each person is placed on the salary scale where they belong. The Board is requesting that the committee draft a document with a suggested motion for the quarterly meeting on December 3rd. Dr. Leigh Jeanotte has requested that the committee be completely honest with the recommendations to be sure that the salary scale is fair to all individuals.

X. Next Meetings:
- Special Board Meeting: December 2, 2011 at 7:00 p.m. in Grand Forks, ND
- Quarterly Board Meeting: December 3, 2011 at 9:00 a.m. in Grand Forks, ND
XI. **Adjournment:** Chairperson Peltier asked for a motion to adjourn. Dr. Leigh Jeanotte made this motion, seconded by Kellie Hall. All were in favor. Motion carried. Meeting adjourned at 9:05 p.m.

Carla Peltier, Chairperson

Jaclyn De Los Santos, Board Secretary